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6 January 1955

PHYSICAL SECURITY DIVISION

Statistical Report

December 1954

I. Security briefings held during the month of December:

	<u>Classes Held</u>	<u>Attendance</u>
Basic (new personnel)	3	
Special	<u>1</u>	
Total	4	

25X9A2

II. Classified waste collected daily from all CIA Buildings and destroyed by burning:

Total for Month - 131,500 pounds

III. Safe combinations and repair operation:

<u>Combinations Changed</u>	<u>Secondary Repairs Made</u>	<u>Major Repairs Arranged For</u>
1,023	315	60

IV. Security identification processing of personnel:

Identification Processing  
(Fingerprinting, Photo-  
graphing, Secrecy Agree-  
ment, Reading of Security  
Regulations, Scheduling  
for Security Indoctrina-  
tion, etc.)

	Regular Badges Made and Issued	Limited & Special Passes Made and Issued	Regular Badges Destroyed	Limited & Special Passes Destroyed
110	323	278	271	123
Fingerprints Taken In Addition to Those In- cluded in Regular Indoctrination	Badges Turned In For Safekeeping While on Leave, TDY		Reissuance of Badges Turned In For Safekeeping While on Leave, TDY	
28	112		61	

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V. Night Security inspections of the various CIA organizational units made by representatives of this Division:

<u>Office</u>	<u>Number of Inspections Made</u>	<u>Number of Buildings</u>
Director's Office)		
DD/CIA )		
DD/Plans )	26	
DD/Intelligence )	Daily	1
DD/Administration)	Staff	
Inspector General)	Duty	
	Checks	
ONE	1	1
OSI	0	1
ORR	12	6
OCI	0	1
OCD	11	8
O-O	4	4
DD/P	24	6
Communications	5	5
Training	7	6
Personnel	5	2
DD/A - Subordinate Offices		
Security Office	5	2
Comptroller's Office	2	4
General Counsel	1	2
Medical Office	2	3
Logistics	7	7
Audit	1	1
GPO	<u>0</u>	3
TOTAL	113	

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VI. Security violations involving unlocked safes and exposed classified material detected as a result of inspections conducted during non-working hours by representatives of the Division and by the guards:

<u>OFFICE</u>	<u>EXPOSED CLASSIFIED MATERIAL</u>		<u>OPEN SAFES</u>	<u>TOTAL VIOLATIONS</u>	<u>NUMBER OF SAFES &amp; VAULTS</u>
	<u>Top Secret</u>	<u>Secret and Conf</u>			
Director's Office	0	0	0	0)	
DD/CIA	0	0	0	0)	
DD/Plans	0	0	0	0)	
DD/Intelligence	0	0	0	0)	73
DD/Administration	0	0	0	0)	
Inspector General	0	0	0	0)	
ONE	0	0	0	0	53
OSI	0	1*	0	2	266
ORR	1	3	0	5	782
OCI	0	1*	0	0	386
OCD	0	0	0	0	703
O-O	0	0	1	1	304
DD/P	0	2	7	18	2441
		1*			
Communications	0	1**	0	0	282
Training	0	0	1	2	253
Personnel	0	1*	0	0	232
DD/A-Subordinate Offices					
Audit Office	0	0	0	0	10
Comptroller	0	0	1	1	462
General Counsel	0	0	0	0	17
Medical Office	0	0	0	0	34
Logistics Office	0	0	0	0	566
Security Office	0	1	0	1	259
GPO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>      </u>
TOTALS	1	19	10	30	7123

\* Lost Material

\*\* Improper Storage

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VII. Visitors processed by the receptionists in the various CIA buildings:

	<u>BUILDINGS</u>	<u>PURPOSE OF VISITS</u>				<u>TOTALS</u>
		<u>General Visitors</u>	<u>Applicants for Employment</u>	<u>Employees Forgotten Badges</u>	<u>Deliveries and Repairs</u>	
	North	31		15	27	73
	Central	213	287	12	9	521
	Administration	132		5	16	153
	South	154	2	5	14	175
25X1A6a	[REDACTED]	67		9	5	81
	"G" Building	256	13	42	37	348
	"Q" Building	130		39	67	236
	"J" Building	388		77	20	485
	"I" Building	748	184	52	163	1147
	"K" Building	177		33	31	241
	"L" Building	159		41	61	261
25X1A6a	[REDACTED]	329		29	40	398
	Curie Hall	664	476	44	62	1246
	Building #13	72	117	6	1	196
	350-26th St.	346	21	15	57	439
25X1A6a	[REDACTED]	68		27		95
	Alcott Hall	278		23	126	427
	Barton Hall	<u>291</u>	<u>      </u>	<u>44</u>	<u>158</u>	<u>493</u>
	Totals	4503	1100	518	894	7015

In addition to the above, 407 applicants for positions were admitted to the Personnel Office interview room in North Building, adjoining the Reception Room. These persons were logged by the Receptionist but visitor passes were not issued to them as they did not enter the building proper.

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VIII. Credential Record:

Contact Issued..... 8

Courier Destroyed..... 6


IX. In addition to the above, numerous conferences, inspections and surveys were conducted covering a variety of physical security problems. Following are listed some of the major accomplishments:

a. Conferences held with Office Security Officers	4
b. Special security investigations concerning material found in unprotected areas, improper transmission, unauthorized disclosure, lost documents, etc.	16
c. Consultants attending basic indoctrination	1
d. Special safety surveys	9
e. Computations and advice on permissible floor loads, etc.	5
f. Safety meetings and conferences	4
g. Reports concerning miscellaneous safety problems	3
h. Major building and area security surveys conducted:	
Headquarters Area	21
Out of town	0
i. Building security conferences held	19
j. Special instructions given to Night Security Officers	30
k. Special Guard instructions issued in writing	4
l. Special instructions given to receptionists	2
m. Entries made in Limited Pass Control Book by NSO's	3,128
n. Fingerprint cards forwarded to FBI for processing	0
o. Security matters resolved by NSO's during non-working hours	690
p. Photographs pulled and supplied to various organizational units by the Badge Office and the NSO's	569
q. Technical security equipment briefings	0
r. Armed support furnished:	
Headquarters Area	4
Out of town	0
s. Unlisted telephone requests handled	7
t. Conferences held on locks, safes and similar equipment	2

25X1A9a

Distribution

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Orig -   
1 - A&TS  
1 - Chrono

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